| Department of Public Health and Human Services | Section:
CASE MANAGEMENT |
| TANF CASH ASSISTANCE | Subject:
WoRC Participation |

Supersedes: TANF 701-2 (07/01/07);

References: ARM 37.78.102, .206, and .216; 45 CFR 261.30 - .36; Deficit Reduction Act of 2005;

GENERAL RULE-- Individuals who are referred to the WoRC program on the Family Investment Agreement must negotiate an initial Employability Plan (FIA/EP) with the WoRC Case Manager before the household is eligible for TANF cash assistance.

The FIA/EP is a document listing activities and mutual obligations of the WoRC program and the participant regarding the course of action to empower the participant to become self-supporting.

SCREENING TOOLS

Upon enrollment with the WoRC Program, the following three screening tools must be used by the WoRC Case Manager to establish or re-establish a baseline of barriers to employment, and to determine appropriate work activities for the FIA/EP:

SCREENING GUIDE (HCS-731)

The individual needing to negotiate a FIA/EP will respond to a screening guide. The Screening Guide (HCS-731) is a tool to gather information about the participant's strengths and barriers, which in turn identifies the action plan and the need for specific activities. The WoRC Case Manager reviews the information on the Screening Guide with the participant to determine appropriate referrals and activities for the FIA/EP. (See TANF 701-3 for Participation Components.)

►DOMESTIC VIOLENCE SCREENING QUESTIONNAIRE (HCS-326)

The second tool used by the WoRC Case Manager is the Domestic Violence Screening Questionnaire (HCS-326). The form is completed by the participant. The participant may answer 'YES' to a question or questions on the form, which indicates that they are currently or have previously been involved in a domestic violence situation. If the participant indicates the presence of domestic violence, past or present, on the form, they should be offered a referral to the Montana Coalition Against Domestic and Sexual violence or other appropriate counselor/entity dealing with domestic violence.   The Universal Notification letter (HCS-174) is also given to the participant.

The WoRC Case Manager enters a "Y" in the Family Violence field on the EMPL screen to indicate there is family violence in the current household when:

► 1. The participant has marked a 'YES' on the Domestic Violence Screening Questionnaire;

► 2. The WoRC Case Manager has involved the participant in a conversation regarding the domestic violence to determine if they are currently involved in a domestic violence situation, and if so;

► 3. The participant has indicated they are willing to address the issue.

► **NOTE:** If a participant in an ongoing case divulges they are involved in a <u>current</u> domestic violence situation, and indicate they are willing to begin working on the domestic violence, the Family Violence field on TEAMS would be changed to a "Y", if it was previously an "N". The TEAMS indicator may change on a monthly basis, depending on what the participant is divulging and/or willing to address.

LEARNING NEEDS SCREENING TOOL (HCS-732)

The individual will also complete a Learning Needs Screening Tool (HCS-732) upon enrollment. This tool reviews an individual's learning history and begins to identify potential barriers to successful employment outcomes. If a participant scores 12 or more on the Learning Needs Screening Tool, further assessment is recommended and implemented through a referral to the local Adult Basic and Literacy Education office. Although only required at initial enrollment, the Learning Needs Screening Tool is updated any time the WoRC Case Manager believes literacy barriers exist.

►PARTICIPATION HOURS

The number of hours that an individual must participate in activities is based on whether it is a single parent or two-parent household and whether or not the individual is a parent of a minor child under the age of six (6) who is coded 'IN', 'SC', 'TR' or 'DQ'.

<u>Participation in all activities should continue even if the case will be closing at the end of the benefit month or the participant will be sanctioned the next month. Childcare assistance also continues through the end of the benefit month in these instances</u>.

►SINGLE PARENT HOUSEHOLD

The following individuals are required to participate in allowable work activities a minimum of <u>108</u> hours per benefit month (an average of 27 hours per week):

► 1. Single parent households, including teen parents living independently, (coded 'A' or 'I' on AF SEPA) who have a child under the age of 6; and

2. Teen parents, not living independently, not in school (coded 'F' on AF SEPA) who have a child under the age of 6.

► The following individuals are required to participate in allowable work activities a minimum of <u>132</u> hours per benefit month (an average of 33 per week):

1. Single parent households, including teen parents living independently (coded 'A' or 'I' on AF SEPA) who do <u>NOT</u> have a child under the age of 6;

2. Teen parents, not living independently, not in school (coded 'F' on AF SEPA) who do NOT have a child under the age of 6; and

3. Minor children, age 16 or 17 and not attending school (coded 'T' on AF SEPA).

TWO-PARENT HOUSEHOLD
If the filing unit contains **two or more able-bodied adults** coded 'A', or 'I', with a participation code of 'IN' or 'DQ' (for any reason), TEAMS will require a 2-parent indicator to be entered in the 2-parent indicator field on SPRD.

► If the 2-parent indicator field is set to **'U'**, this is considered a **"two-parent"** household for participation hours and each "adult" who has a FIA/EP is required to participate a minimum of <u>132</u> hours per benefit month (an average of 33 hours per week).

► **NOTE:** If there are any minor children (age 16 or 17) not attending school (adult/child indicator 'T') or teen parents not living independently and not attending school (adult/child indicator 'F') in a two parent household, the minor child or teen parent not living independently is required to complete either 132 or 108 hours of FIA/EP activities, depending on the age of his/her child. The 'adults' must complete 132 hours of FIA/EP activities.

► If one or both of the parents is incapacitated, either temporarily or permanently (See Glossary), the 2-parent indicator field on SPRD is set to **'D'**. This household is considered a "**single parent"** household <u>only</u> for purposes of assigning participation hours.

► **NOTE:** Even though the individual is considered incapacitated, the individual(s) may not meet the criteria for the Not Participating due to Incapacity (NPI) component code on EMPL. (TANF 701-3)

TEAMS will set a 'Y' or 'N' in the "TWO PARENT" field on the EMPL screen and will perform edits on participation hours as appropriate based on this indicator.

VERIFYING PROGRESS

Verification of progress is very important, especially as the individual nears the 60-month time limit. The Deficit Reduction Act of 2005 outlined specific criteria for verifying and documenting a participant's participation in work activities. This verification and documentation process will be the responsibility of the participant and the WoRC Case Manager, with assistance from the OPA Case Manager, if appropriate. For more specific information, please refer to the WoRC Guidelines manual.

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